



PROCEDURES FOR OBTAINING A CHILD LABOR CERTIFICATE

Under the Hawaii Child Labor Law, a child labor certificate or "work permit" is required for working minors until they reach 18 years of age. There is no charge for the certificate, and, generally, we will issue a certificate as long as: (1) the minor is not legally required to be in school, and (2) the minor's employment is not hazardous. There are two types of certificates, depending upon the age of the minor, and the procedures to obtain these certificates are explained below.

Certificate of Employment (for 14- and 15-year-old minors)

When a 14- or 15-year-old minor is hired, the employer is required to obtain a Certificate of Employment **before** the minor starts working. For the certificate to be issued, either the employer or the minor or other representative may assist in the following:

1. Obtain Application for Minor's Certificate of Employment (form CL-1) from a DLIR Child Labor Office shown below, or on the department's website at <http://dlir.state.hi.us/>. This application must be completed and signed by the employer and a parent or guardian of the minor.
2. Return the completed application, with an ***acceptable proof of age document** and the minor's social security card (optional), either in person or by mail. You may FAX the application, but the **original** application must be returned to the nearest DLIR Child Labor Office for a certificate to be issued. If the hours of work are approved and the work is not hazardous, a temporary authorization slip will be issued, and a Certificate of Employment will be mailed to the employer. The minor may start working upon receipt of either a temporary authorization slip or the Certificate of Employment.
3. If the minor works for a new employer or in a new occupation, this same procedure must be followed again.

Effective May 19, 2003, minors 14 and 15 years of age may work:

1. Not more than 3 hours per day on a school day, and 8 hours per day on a non-school day.
 2. During a school week, not more than 18 hours per week.
During a non-school week, not more than 40 hours per week.
 3. On school days and the day before a school day: Between 7:00 a.m. and 7:00 p.m.
On non-school days and the day before a non-school day: Between 6:00 a.m. and 9:00 p.m.
- Other limitations: Not more than 6 consecutive days, and 5 consecutive hours without at least a 30-minute rest or meal period.

Certificate of Age (for 16- and 17-year-old minors)

A minor or representative may obtain this certificate by presenting an ***acceptable proof of age document**, and the minor's social security card (optional), home address and phone number, either in person, by mail or by FAX to the nearest Child Labor Office. No promise of a job is needed and there is no application form to complete. The minor will be issued a wallet-size Certificate of Age card to keep until age 18. There are no restrictions on hours except when the minor is required to be in school. When the minor is hired, the employer is required to record and keep on file the Certificate of Age **number**.

*Acceptable Proof of Age:

- Birth Certificate
- Hawaii driver's license
- California driver's license
- State of Hawaii ID
- Military ID
- School record (NOT school ID)

- Court record
- Baptismal certificate
- Bible record
- Hospital record
- Immigration record (alien card, passport, visa)

NOTE: A social security card is NOT an acceptable proof of age document.

Wage Standards Division of the Department of Labor and Industrial Relations (Child Labor Offices):

		Phone	FAX
OAHU:	Keelikolani Bldg., 830 Punchbowl St., Rm. 340, Honolulu, HI 96813	586-8777	586-8766
KAUAI:	3060 Eiwa Street, Room 202, Lihue, HI 96766	274-3351	274-3355
MAUI:	2264 Aupuni Street, Wailuku, HI 96793	243-5322	984-2071
HILO:	75 Aupuni Street, Room 108, Hilo, HI 96720	974-6464	974-6460
WEST HAWAII:	Post Office Building, Kealahou, HI 96750	322-4808	322-4813